

APRIL 2015

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		9:00 – 9:30 EBS Manager 9:30 – 10:00 PCI Update 10:00 – 10:30 OMF Communications/Proj Mngmt Analyst 10:30 – 10:45 Deputy CTO 11:00 – 11:30 BHR Director 12:00 – 1:00 OMF Speaker Series 1:30 – 2:00 Business meeting 3:30 – 4:30 OMF Communications/Proj Mngmt Analyst	9:00 – 10:00 Personal Appointment 11:00 – 11:30 Comm. Fritz 11:30 – 1:00 Bureau Directors Meeting 1:00-1:30 BTS CTO 1:30 – 2:00 Informational Interview 2:30 – 3:00 OMF Sr. Policy Analyst 3:00 – 3:30 BIBS Director 3:30 – 3:45 Consolidation Inquiry 3:45 – 4:00 Bus Ops Manager	8:30 – 9:00 BRFS Director 9:00 – 9:30 PSSRP Manager 12:00 – 1:00 Lunch Speaker 1:30-2:00 Comm. Saltzman
6	7	8	9	10
9:30 – 10:00 BTS Deputy CTO 1:30 – 12:00 Mayor’s CBO Meeting 2:00 – 4:00 Mayor’s Office	9:00 – 10:30 Revenue: Tax Season Staff Appreciation 11:00 – 1:00 Mayor’s CBO Meeting 1:30 – 2:00 OMF Sr. Bus OPS Manager	8:30 – 9:00 BHR/EBS/BRFS Check-in 9:30 – 10:00 PCI/PII Update 10:00 – 10:30 EBS Manager 11:00 – 11:30	8:30 – 10:30 Succession Planning Work Group 10:30 – 12:00 P&D Directors Meeting 1:00 – 1:30 BTS CTO 1:30 – 2:00	8:30 – 9:00 BRFS Director 9:30 – 10:30 Mayor’s COS 10:30 – 11:30 Comm. Novick 12:00 – 1:00

		<p>BHR Director</p> <p>2:00 – 2:30 Informational Interview</p> <p>2:30 – 3:00 PSSRP Manager</p>	<p>OMF Sr. Bus Ops Manager, Bus Ops Managers</p> <p>2:30 – 3:00 OMF Sr. Policy Analyst</p> <p>3:00 – 3:30 BIBS Director</p> <p>4:00 – 4:30 Vendor Payment Checkbook Demo</p>	<p>OMF General Information Session</p> <p>1:30 – 1:45 Professional Appt.</p> <p>2:00 – 4:00 Mayor’s CBO Meeting</p>
13	14	15	16	17
<p>8:30 – 10:00 OMF Leadership Team</p> <p>10:30 – 12:30 Mayor’s CBO Meeting</p> <p>2:30 – 3:00 Informational Interview</p>	<p>8:30 – 9:30 B RFS Director, OMF Sr. Bus Ops Manager</p> <p>10:00 – 10:30 Informational Interview</p> <p>11:00 – 1:00 Mayor’s CBO Meeting</p> <p>3:00 – 4:30 OMF Advisory Committee Meeting</p>	<p>8:30 – 9:00 BHR Director</p> <p>9:30 – 10:00 PCI/PII Update</p> <p>10:00 – 10:30 BIBS Director</p> <p>10:30 – 11:00 BIBS Director, Facilities Manager</p> <p>11:00 – 11:30 Mayor’s COS, Comm. Saltzman, BHR Director</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:00 – 5:00 Personal Appointment</p>	<p>8:00 – 8:30 Facilities Maint. Tech</p> <p>9:00 – 10:00 OMF LMC Meeting</p> <p>10:00 – 12:00 Mayor’s CBO Meeting</p> <p>1:00 – 1:30 BTS CTO</p> <p>2:30 – 3:00 OMF Sr. Policy Analyst</p> <p>3:00 – 3:30 BIBS Director</p>	<p>8:30 – 9:00 BRFS Director</p> <p>9:00 – 9:30 PSSRP Manager</p> <p>9:30 – 9:45 BTS Consultant</p> <p>9:45 – 10:15 BRFS Director</p> <p>10:30 – 11:30 Comm. Fish</p> <p>12:00 – 1:30 Mayor’s State of the City Address</p> <p>3:00 – 5:00 Personal Appointment</p>
20	21	22	23	24
<p>10:00 – 12:30 Mayor’s CBO Meeting</p>	<p>8:30 – 9:00 PBOT Deputy Director</p> <p>9:30 – 10:00 OMF Sr. Bus Ops Manager</p>	<p>8:30 – 9:00 BHR/EBS/BRFS Check-in</p> <p>10:00 – 10:30 EBS Manager</p>	<p>8:30 – 9:00 F Facilities Manager, OMF Sr. Management Analyst</p> <p>9:30 – 10:00</p>	

	<p>10:00 – 11:00 OMF New Employee Welcome Session</p> <p>11:00 – 1:00 Mayor’s CBO Meeting</p> <p>2:30 – 2:45 Speaker Series check-in</p>	<p>11:00 – 11:30 BHR Director</p> <p>12:00 – 12:30 OMF Speaker Series</p> <p>12:30 – 1:30 Mayor’s CBO Meeting</p> <p>1:30 – 2:00 BRFS Director</p> <p>2:00 – 2:30 PSSRP Manager</p> <p>2:30 – 3:00 PCI/PII Update</p>	<p>CBO Check-in</p> <p>11:30 – 12:00 Media appt.</p> <p>1:00 – 1:30 BIBS Director, BRFS Director, OMF Sr. Policy Analyst, OMF Comm. Analyst</p> <p>2:30 – 3:00 OMF Sr. Policy Analyst, Spectator Facilities Manager</p> <p>3:00 – 3:30 BIBS Director</p>	
27	28	29	30	
<p>8:30 – 10:00 OMF Leadership Team</p> <p>10:15 – 12:15 Personal Appointment</p> <p>2:00 – 5:00 Mayor’s CBO Budget Meeting</p>	<p>8:45 – 9:15 Risk Manager, Spectator Facilities Manager</p> <p>9:30 – 10:00 OMF Sr. Bus Ops Manager</p> <p>11:00 – 1:00 CAO/BIBS LT Luncheon</p> <p>1:00 – 2:00 Media Appt.</p> <p>3:00 – 3:30 OMF Communications/Proj Mngmt Analyst</p> <p>4:00 – 5:00 Mayor Hales, COS Shibley, CBO Director, BRFS Director</p>	<p>8:15 – 9:15 Project Planning</p> <p>9:15 – 9:30 Bureau Director Meeting Planning</p> <p>9:30 – 10:00 PCI/PII Update</p> <p>10:00 – 10:30 EBS Manager</p> <p>10:30 – 11:00 OMF Staff 1:1</p> <p>11:00 – 11:30 BHR Director</p> <p>2:30 – 3:00 OMF Sr. Policy Advisor</p>	<p>10:00 – 11:30 Mayor’s CBO Budget Meeting</p> <p>11:30 – 1:00 Bureau Directors Meeting</p> <p>1:00 – 1:30 BTS CTO</p> <p>1:45 – 2:00 OMF Sr. Bus Ops Manager</p>	

		3:00 – 3:20 EBS Governance		
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MAY 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
				8:30 – 9:00 BRFS Director
				9:00 – 9:30 Mayor Hales
				10:30 – 10:45 BRFS Director, Revenue Division Manager
				11:00 – 11:30 Comm. Saltzman
				12:00 – 1:00 OMF Employee Lunch
				1:00 – 1:30 BIBS Director
				1:30 – 2:00 PSSRP Manager
				2:00 – 3:00 Mayor's CBO Meeting
				3:30 – 4:00 Comm. Fritz
4	5	6	7	8
9:00 – 10:00 Succession Planning Meeting	10:00 – 12:00 State of Black Oregon	9:00 – 9:30 Facilities Division Manager	10:00 – 10:15 PCI Meeting/Water Bureau	8:00 – 8:30 Phone Appointment

<p>2:00 – 2:30 BRFS Director, Procurement Division CPO</p> <p>3:30 – 4:15 Mayor Hales/PDC Meeting</p>	<p>2:00 – 2:30 Professional Appointment</p> <p>2:30 – 4:00 Media Release of Mayor’s Budget</p>	<p>9:30 – 10:00 PCI/PII Update</p> <p>10:00 – 10:30 EBS Manager</p> <p>11:00 – 11:30 BHR Director</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:30 – 2:00 Mayor Hales, BHR Director</p> <p>2:30 – 3:30 Project Planning</p> <p>3:30 – 4:00 OMF Bus Ops Manager</p>	<p>12:00 – 1:30 OAME 27th Annual Trade Show Luncheon</p> <p>2:30 – 2:45 OMF Sr. Bus Ops Manager, OMF Communications/Proj Mngmt Analyst</p> <p>3:00 – 3:30 BIBS Director</p>	<p>8:30 – 9:00 BRFS Manager</p> <p>9:00 – 9:30 Phone Appointment; Informational Interview</p> <p>10:00 – 10:30 Mayor’s COS, OMF Sr. Policy Analyst, Spectator Facilities Manager</p> <p>11:30 – 12:00 Comm. Novick</p> <p>12:00 – 1:00 OMF Employee Lunch</p> <p>1:30 – 2:00 PSSRP Manager</p> <p>2:45 – 3:15 OMF Sr. Policy Analyst</p>
11	12	13	14	15
<p>9:00 – 11:00 OMF Leadership Team</p> <p>1:30 – 2:00 BHR Director, BHR Outreach Manager</p> <p>4:00 – 4:50 Mayor’s COS</p>	<p>9:30 – 10:00 OMF Sr. Bus Ops Manager</p> <p>11:00 – 12:00 Comm. Fish</p>	<p>8:15 – 9:15 Project Planning</p> <p>9:30 – 9:45 Mayor presents budget message: City Hall</p> <p>10:00 – 10:30 EBS Manager</p> <p>10:30 – 11:00 Informational Interview</p> <p>11:00 – 11:45 BHR Director</p>	<p>9:30 – 10:00 PCI/PII Update</p> <p>10:00 – 11:00 Business Hour Meeting</p> <p>10:30 – 11:30 P&D Directors Meeting</p> <p>11:30 – 1:00 RegJIN Meeting</p> <p>1:00 – 1:30 BTS Directors Check-in</p> <p>1:30 – 1:45</p>	<p>8:30 – 9:00 BRFS Director</p> <p>10:30 – 10:45 BTS Consultant</p> <p>12:00 – 1:00 OMF General Information Session</p> <p>1:30 – 2:00 PSSRP Manager</p> <p>3:30 – 4:00 Professional Appointment</p>

		12:00 – 1:00 OMF Speaker Series	BTS Deputy Director, BHR Director, EBS Manager, Training & Development Manager 2:00 – 2:30 CTO Search Discussion 2:30 – 3:00 Water Bureau Director 3:00 – 3:30 BIBS Director	
18	19	20	21	22
8:30 – 9:15 OMF Employee 1:1 10:00 – 11:00 PCI Update 11:00 – 11:30 BIBS Director, Facilities Manager, BHR Director 2:15 – 3:45 Mayor Hales, PDC Director 4:00 – 4:50 Mayor’s COS	9:30 – 11:30 Council Approved Budget Work Session 1:00 – 2:00 Executive Equity Committee 2:15 – 3:15 BIBS Director 3:30 – 5:00 Audit Services Meeting	8:15 – 9:15 Project Planning 10:00 – 10:30 EBS Manager 10:30 – 11:00 Informational Interview 11:00 – 11:30 BHR Director 12:00 – 1:00 OMF Speaker Series 1:15 – 1:45 Professional Appointment 2:00 – 2:30 BHR/EBS/BRFS Check-in 2:30 – 3:00 PCI/PII Update	8:45 – 9:00 Employee 1:1 9:00 – 10:00 OMF LMC Meeting 10:00 – 10:30 BTS Director’s Check-in 11:00 – 12:00 Bureau Directors 2:00 – 2:30 Informational Interview 2:30 – 3:00 OMF Sr. Policy Analyst 3:00 – 3:30 BIBS Director	8:30 – 9:00 BRFS Director 10:00 – 11:00 Personal Appointment 12:00 – 1:00 OMF Employee Lunch 1:30 – 2:00 PSSRP Manager
25	26	27	28	29
Holiday	9:00 – 9:30 OMF Sr. Bus Ops Manager	8:15 – 9:15 Project Planning	9:00 – 10:00 CBO Check-in	9:00 – 10:00 OMF New Employee Work Session

	<p>9:30 – 9:45 EBS Manager, Accounting Manager, OMF Sr. Bus Ops Manager</p> <p>1:00 – 1:30 Comm. Fritz</p> <p>2:00 – 2:30 PCI/PII Update</p> <p>3:00 – 4:00 Bureau Directors</p>	<p>10:00 – 11:00 Directors Meeting: Small Bureaus</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:30 – 2:00 BHR Director</p> <p>2:00 – 2:30 EBS Manager</p> <p>2:30 – 2:45 BTS Interim CTO</p>	<p>10:00 – 10:15 OMF Policy Analyst</p> <p>11:00 – 11:30 BTS Directors</p> <p>11:30 – 12:00 PSSRP Manager</p> <p>2:00 – 3:30 OMF Sr. Policy Analyst</p> <p>3:00 – 3:30 BIBS Director</p>	<p>10:00 – 11:00 City Employee Update</p> <p>11:30 – 1:30 Scholarship Awards Luncheon</p> <p>2:00 – 4:00 Columbia Levee Improvement Project</p>
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JUNE 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<p>9:00 - 11:00 OMF Leadership Team</p> <p>2:00 – 2:15 OMF Sr. Bus Ops Manager</p> <p>4:00 – 4:50 Mayor’s COS</p>	<p>9:30 – 10:00 OMF Sr. Bus Ops Manager</p> <p>12:30 – 1:00 Facilities Team</p> <p>1:00 – 1:30 BHR Director, Training & Development Manager</p> <p>1:30 – 2:00 Informational Interview</p> <p>2:00 – 2:30 BPS Directors</p> <p>2:30 – 3:00 BTS Directors</p>	<p>8:15 – 9:15 Project Planning</p> <p>9:30 – 10:00 PCI/PII Update</p> <p>10:00 – 10:30 EBS Manager</p> <p>11:00 – 11:30 BHR Director</p> <p>4:15 – 4:30 Comm. Fish</p>	<p>8:30 – 9:00 BHR/EBS/BRFS Check-in</p> <p>9:00 – 9:30 CBO Staff</p> <p>10:00 – 10:30 BTS Meeting</p> <p>11:30 – 1:00 Positive Coaching Alliance</p> <p>2:30 – 3:00 OMF Sr. Policy Analyst</p>	<p>8:00 – 8:30 Personal Appointment</p> <p>8:30 – 9:00 BRFS Director</p> <p>10:30 – 11:00 PSSRP Manager</p> <p>11:00 – 11:15 Comm. Fritz</p> <p>12:00 – 1:00 OMF Employee Lunch</p> <p>1:00 – 1:30 BIBS Director</p> <p>1:30 – 5:00</p>

8	9	10	11	12
<p>8:30 – 10:30 OMF Leadership Team</p> <p>10:30 – 11:00 BTS Leadership Team</p> <p>11:00 – 12:30 Mayor Hales, PDC Director</p> <p>2:00 – 3:00 Vendor Payment Checkbook</p> <p>3:15 – 3:45 Innovation</p> <p>4:00 – 4:50 Mayor's COS</p>	<p>8:30 – 11:00 Innovation Panel Review</p> <p>11:00 – 12:00 Comm. Fish</p> <p>1:00 – 2:00 Mayor's Sr. Policy Advisor, CBO</p> <p>3:00 – 4:30 OMF Advisory Committee Meeting</p> <p>4:30 – 5:00 Phone Appointment</p>	<p>8:15 – 9:15 Project Planning</p> <p>9:30 – 10:00 PCI/PII Update</p> <p>10:30 – 11:00 OMF Sr. Bus Ops Manager</p> <p>11:00 – 11:30 BHR Director</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:30 – 2:00 Professional Appointment</p> <p>3:00 – 3:30 Parks Directors</p> <p>3:30 – 4:00 Professional Appointment</p>	<p>9:15 – 9:45 Personal Appointment</p> <p>10:00 – 11:00 Business Hour Meeting</p> <p>10:30 – 12:00 P&D Director's Meeting</p> <p>12:00 – 12:30 OMF Sr. Policy Analyst</p> <p>1:00 – 1:30 BTS Directors</p>	<p>8:30 – 9:00 BRFS Director</p> <p>9:45 – 10:00 Phone Appointment</p> <p>1:15 – 1:30 Professional Appointment</p> <p>1:30 – 2:00 PSSRP Manager</p> <p>2:00 – 2:30 EBS Manager</p> <p>3:00 – 3:30 OMF Communications/Proj. Mngmt Analyst</p>
15	16	17	18	19
<p>7:45 – 12:00 Leadership and Communication Session</p> <p>1:30 – 2:00 Professional Appointment</p> <p>2:00 – 2:30 Comm. Saltzman</p> <p>2:45 – 3:00 EBS Manager, OMF Sr. Bus Ops Manager, Accounting Manager</p>	<p>Out of Office</p>	<p>Out of Office</p>	<p>Out of Office</p>	<p>Out of Office</p>

3:00 – 3:30 Professional Appointment				
4:30 – 5:00 Technology Oversight Committee				
22	23	24	25	26
9:00 – 10:30 OMF Leadership Team	8:00 – 12:00 The Changing Face of Oregon, PSU	8:15 – 9:15 Project Planning	8:30 – 9:00 CBO Staff	7:45 – 9:00 Water Bureau Ops & Maint. Center Opening w/Comm. Fish
10:30 – 11:00 EBS Manager, BRFS Manager	1:30 – 2:00 BTS Directors	9:30 – 10:00 PCI/PII Update	9:00 – 10:00 Bus Ops Staff Recognition	10:00 – 10:30 BRFS Director
11:00 – 11:30 OMF Sr. Bus Ops Manager		10:00 – 10:30 EBS Manager	10:30 – 12:00 P&D Director’s Meeting	10:30 – 11:00 OMF Sr. Policy Analyst
11:30 – 11:45 City Treasurer		10:30 – 10:45 Phone Appointment	1:00 – 3:00 BIBS Prime Contractor Dev. Prog. Graduation	11:30 – 12:00 BES Director
1:30 – 2:00 PDX Bldg Advisory Committee		11:00 – 11:30 BHR Director	3:00 – 3:30 BIBS Director	12:00 – 1:00 OMF Employee Lunch
3:00 – 4:00 Consolidation Inquiry		12:00 – 1:00 OMF Speaker Series	3:30 – 4:30 BIBS Director, Risk Staff	3:30 – 4:00 Comm. Fritz
4:00 – 4:45 Mayor’s COS		2:00 – 3:00 Professional Appointment		
		3:00 – 4:00 CBO Check-in		
		4:00 – 5:00 Personal Appointment		
29	30			
9:00 – 9:30 Professional Appointment	9:00 – 9:30 EBS/BHR/BRFS Check-in			
9:30 – 10:00 Informational Interview	9:30 – 10:00 OMF Sr. Bus Ops Manager			

<p>11:00 – 12:00 Mayor Hales, OMF Sr. Policy Analyst, Spectator Facilities Manager</p> <p>1:30 – 3:00 Mayor Hales, PDC Director</p> <p>3:00 – 4:00 Mayor’s Sr. Policy Advisor</p> <p>4:00 – 4:30 BRFS Director, Procurement Services CPO</p>	<p>10:00 – 10:30 BIBS Director</p> <p>10:30 – 11:30 Council Work Session</p> <p>1:30 – 1:45 Mayor’s staff</p> <p>2:00 – 2:30 OMF Leadership Team</p> <p>2:30 – 3:30 City Staff Information Session</p>			
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